

BYLAWS  
OF THE KANSAS CRIMINAL JUSTICE INFORMATION SYSTEMS (KCJIS) COMMITTEE  
OF THE STATE OF KANSAS  
ADOPTED BY THE KCJIS COMMITTEE  
DECEMBER 8, 2014

ARTICLE I

NAME AND AUTHORIZATION

The name of this organization shall be the Kansas Criminal Justice Information System Committee, as authorized by K.S.A. 2014 Supp. 74-5701, and amendments thereto.

ARTICLE II

MISSION

The mission of the Kansas Criminal Justice Information System Committee is to establish, maintain, upgrade and enhance the criminal justice information system as authorized by statute.

ARTICLE III

COMMITTEE MEMBERSHIP

- a. The membership of the KCJIS Committee shall be composed of the following persons or their designated representative, as provided for in K.S.A. 2014 Supp. § 74-5701, and amendments thereto:
  - (1) The Secretary of Administration;
  - (2) The Director of the Kansas Bureau of Investigation;
  - (3) The Superintendent of the Kansas Highway Patrol;
  - (4) A Sheriff as designated by the Kansas Sheriff's Association;
  - (5) A Chief of Police as designated by the Kansas Association of Chiefs of Police;
  - (6) The Secretary of the Kansas Department of Corrections;
  - (7) The Judicial Administrator of the Office of Judicial Administration;
  - (8) A prosecutor as designated by the Kansas County and District Attorneys Association;
  - (9) A court administrator or clerk as designated by the Kansas Association of District Court Clerks and Administrators; and
  - (10) A representative from the Kansas Association of Public Safety Communications Officials.
- b. Members must notify the co-chairs in writing when a representative has been designated. The designee will not be eligible to vote until such written notification is made.
- c. The committee shall elect a chairperson and the Secretary of Administration shall serve as co-chairperson.
  - (1) The chairperson shall serve for a term of one year;
  - (2) The Secretary of Administration may cast a vote only in cases of tie votes; and

- (3) The chairperson shall: chair all regular and special meetings, prepare and/or approve agendas, act to implement committee policy, and other such duties as prescribed by the committee and/or these bylaws.
- d. The committee shall select a Treasurer.
  - (1) The Treasurer shall prepare and submit a monthly financial report to the committee.
  - (2) Once a year, the Treasurer shall prepare and submit an annual report to the committee.
  - (3) The Treasurer shall serve at the pleasure of the committee.

#### ARTICLE IV

##### SUBCOMMITTEES

- a. The chairperson may create subcommittees and appoint the subcommittee chair from the committee members to assist the committee in its operation, including the following Standing subcommittees:
  - (1) Executive Committee;
  - (2) Rules and Regulations Subcommittee;
  - (3) Policies and Procedures Subcommittee; and
  - (4) Project Planning and Coordination Subcommittee
- b. In order to best utilize subject matter expertise and to ensure a variety of viewpoints, any person may be selected to be on a subcommittee by the subcommittee chair and subcommittee members are not required to be members of the KCJIS Committee.
- c. A subcommittee shall not include more than 3 full committee members.
- d. All subcommittee members have voting rights in subcommittee meetings.
- e. The Executive Committee
  - (1) The Executive Committee shall be composed of the chairperson, co-chairperson, the immediate past chairperson and one member of the committee from either the KBI or KHP, and should alternate each fiscal year between those agencies.
  - (2) The Secretary of Administration (co-chair) only votes in case of a tie.
  - (3) If the immediate past chairperson is unavailable to serve, a member of the committee selected by the full committee shall serve in such role.
  - (4) The Executive Committee shall meet at the call of the chairperson, or upon written request of any two members thereof.
  - (5) The purpose of the Executive Committee is to develop agenda items and administer business functions required between regular meetings.
  - (6) Three members of the Executive Committee shall constitute a quorum for the transaction of all business of the Executive Committee.
  - (7) The Executive Committee shall have the power to act temporarily in emergencies until a meeting of the full committee can be convened, and take such other actions as may be delegated to it by the committee or these by-laws. Actions of the Executive Committee are to be reported at the next full committee meeting.

- f. The Rules and Regulations Subcommittee
  - (1) The Rules and Regulations Subcommittee shall be composed of at least three members selected by the subcommittee chair
  - (2) The Rules and Regulations Subcommittee shall meet at the call of the subcommittee chairperson.
  - (3) The purpose of the Rules and Regulations Subcommittee is to develop Rules and Regulations required by K.S.A. 2014 Supp. 74-5702 and amendments thereto, and K.S.A. 2014 Supp. 74-5704, and amendments thereto, which are to be presented to the full committee for consideration.
  - (4) 50 percent of members of the Rules and Regulations Committee shall constitute a quorum for the transaction of all business of the Rules and Regulations Committee.
  - (5) Other actions of the Rules and Regulations Committee are to be reported at the next full committee meeting.
- g. The Policies and Procedures Subcommittee
  - (1) The Policies and Procedures Committee shall be composed of at least three members selected by the subcommittee chair
  - (2) The Policies and Procedures Subcommittee shall meet at the call of the subcommittee chairperson.
  - (3) The purpose of the Policies and Procedures Subcommittee is to develop Policies and Procedures required by K.S.A. 2014 Supp. 74-5704, and amendments thereto, which are to be presented to the full committee for consideration.
  - (4) 50 percent of members of the Policies and Procedures Subcommittee shall constitute a quorum for the transaction of all business of the Policies and Procedures Committee.
  - (5) Actions of the Policies and Procedures Subcommittee are to be reported at the next full committee meeting.
- h. Project Planning and Coordinating Subcommittee
  - (1) The Project Planning and Coordinating Subcommittee shall be composed of at least three members selected by the subcommittee chair.
  - (2) The Project Planning and Coordinating Subcommittee shall meet at the call of the subcommittee chairperson.
  - (3) The purpose of the Project Planning and Coordinating Subcommittee is to share information and coordinate requirements to avoid contradictory requirements and facilitate the exchange of ideas, promote interdisciplinary decision making, and optimize communication to avoid duplication in effort.
  - (4) 50 percent of members of the Project Planning and Coordinating Subcommittee shall constitute a quorum for the transaction of all business of the Project Planning and Coordinating Subcommittee.
  - (5) Actions of the Project Planning and Coordinating Subcommittee are to be reported at the next full committee meeting.
- i. Other Committees
  - (1) The chairperson shall have the authority to establish such Standing and/or Ad Hoc subcommittees as deemed necessary to conduct KCJIS business.
  - (2) When a new subcommittee is deemed necessary, the chairperson shall:
    - (a) Provide a mission or purpose statement for each subcommittee as established;
    - (b) Provide the objectives to be accomplished by each subcommittee established;

- (c) Determine the number of members of each subcommittee and appoint the respective subcommittee chairperson;
  - (d) The subcommittee chairperson will appoint the subcommittee members unless otherwise directed by the chairperson;
  - (e) Determine how long each subcommittee shall stand.
- (3) Actions of all subcommittee are to be reported at the next full committee meeting.

## ARTICLE V

### DIRECTOR

- a. Within the limits of appropriations therefor, a Director may be appointed as provided by K.S.A. 2014 Supp. 74-5702, and amendments thereto.
- b. The Executive Committee shall be the appointing authority of the Director with the approval of the full committee.
- c. Duties of the Director:
  - (1) The Director shall be the designated records custodian for the committee.
  - (2) The Director shall be responsible for maintaining a list of persons requesting notice of open meetings.
  - (3) The Director shall be responsible for providing notice for all open meetings.
  - (4) The Director or the Director's designee shall be responsible for recording and maintaining minutes from all open meetings.
  - (5) The Director shall be responsible for fulfilling the reporting requirements to the Criminal Justice Coordinating Council.
  - (6) The Director shall be responsible for all duties provided in the formal job description.
  - (7) Other duties may be assigned by the Committee Co-chairs.

## ARTICLE VI

### MEETINGS

- a. The regular meetings of the committee shall usually be held on the second Monday of each month at 1:30pm-3:30pm at the Kansas Judicial Center, unless otherwise directed by the chairperson or the committee as a whole.
- b. The chairperson can call special meetings. The purpose of the special meeting shall be stated in the call. Except in cases of emergency, at least two days notice shall be given.
- c. Five voting members of the committee shall constitute a quorum.
  - (1) Each statutory committee member, as listed in Article III section (a), may designate a temporary designee to attend a meeting in their absence or the absence of their regular designee. Such designation of a temporary designee shall be provided in writing to both co-chairs prior to the meeting and such notice shall authorize the temporary designee to vote.
  - (2) Each statutory committee member, as listed in Article III section (a), or their regular designee may, in their absence, designate another committee member as their proxy.

Such designation of a proxy shall be provided in writing to both co-chairs prior to the meeting and include the scope of the proxy such as only pertaining to one topic or agenda item or for any action taken at the meeting. Such notice shall authorize the proxy to vote as provided in the notice to the co-chairs.

- d. Members may attend meetings and vote via telephone or other means of electronic communication.
- e. All KCJIS committee meetings and subcommittee meetings are to be conducted in accordance with the Kansas Open Meetings Act, K.S.A. 75-4317, *et seq.*, and amendments thereto.

## ARTICLE VII

### AMENDMENT OF BYLAWS

- (a) These bylaws can be amended at any meeting of the committee by a majority vote. Such proposed bylaw amendments shall be distributed in writing during an authorized meeting of the Committee and no vote to amend the bylaws may take place until the next regular meeting following such distribution of the proposal.